

Thank you for your interest in the adult soccer leagues offered by the Woodbury Parks & Recreation Department. If you have any questions, please feel free to contact Jeremy Bailey with the Parks & Recreation Department at (651) 414-3436 or email jeremy.bailey@woodburymn.gov

REGISTRATION INFORMATION

- ✓ To register a team, the manager must submit league registration and full payment during the appropriate time period listed below. **No registration will be accepted without payment.** A team is not given a spot until all fees are paid. Woodbury Parks & Recreation accepts payment by cash, check or credit card. The following is a list of different ways to register your team.
 1. **ONLINE:** Register online at <https://www.woodburymn.gov/384/Recreation>. Click on the orange box in the middle of the page labeled "Register or View Programs and Events". You will be directed to our registration login page. Create an account and login. Once logged in, click on the search tab and select type **ADULT SPORT LEAGUES**. This will bring you to the list of adult leagues we are offering this upcoming season. Click on the empty square box in front of the activity #. The selected league will appear at the bottom of the screen, click "Add to Cart" button to proceed to checkout.
 2. **EMAIL:** Registrations can be submitted by email to samuel.jenes@woodburymn.gov.
 3. **PHONE:** Call Woodbury Parks and Recreation office at 651-714-3583 or the league director at 651-414-3436 to register over the phone. Credit card payment is required. Managers need to submit a hard copy of the registration and roster forms to complete the registration process.
 4. **IN-PERSON:** In-person registration is accepted at the Woodbury City Hall Welcome Desk Monday–Friday, 8:00 am–4:30 pm within the registration dates. Woodbury City Hall building address is 8301 Valley Creek Road, Woodbury, MN 55125.
 5. **DROP-BOX (after-hours):** Place your registration within the registration dates in a sealed envelope labeled 'SOCCER' and drop it in the silver after-hours utility payment deposit box located in the parking lot median at Woodbury City Hall.
 6. **MAIL:** Mail-in registration can be submitted within the registration dates to Woodbury Parks and Recreation Department, 8301 Valley Creek Road, Woodbury, MN 55125.

LEAGUE INFORMATION

- ✓ **Do I need a team roster now?**

No. **A roster is not required until your first game.** Team rosters are turned in through the league website, www.teamsideline.com/woodburymn. Instructions will be provided to manager in the league welcome email.
- ✓ **Should I buy game balls?**

Yes, all teams are asked to bring a game ball to the field on game days. The city will provide a back-up game ball that can be used if both teams choose. Teams must choose a ball to use for all games. If for some reason teams are unable to decide on a game ball they will be asked to use the ball provided by the city.
- ✓ **What times are games played and where?**
 1. Game times will depend on the number of teams registered and field availability. Game nights will generally start at 9:30 p.m., 10:30 p.m. for both leagues.
 2. Games will be played at the M Health Fairview Sports Center field house.

✓ **What are the roster and eligibility requirements?**

1. Minimum age for players is 18.
2. The maximum number of players that may be on the roster is 20.
3. Players must be listed on the team roster in order to play in the league.
4. **Players are only allowed to be on one team roster per league night.**
5. The last time on which roster changes can be made is before the third game of the season.
6. In the event that a team disbands before the scheduled games are complete, all the remaining games will be credited to their scheduled opponent. No refund will be made.
7. The Parks and Recreation Department reserves the right to place teams in leagues or divisions where there will be equalization of competition and/or allow teams opportunity to play.
8. For CoRec teams, there must be at least 3 women on the field at any time.

✓ **When will we get our schedules?**

All of your information, including game schedules and rosters will be emailed to the team managers the week before the first game. League materials will also be available on the league website, www.teamsideline.com/woodburymn.

✓ **What are the Manager's Duties?**

1. Make sure you have a full team and at least one reserve for every game.
2. You, the manager, must handle any dispute. Do not let one of your players face ejection by arguing a call.
3. You are responsible for taking charge of your team's and your spectators' conduct. **Abusive language, improper drinking, litter and other irresponsible acts will not be tolerated.**
4. Any schedule information, changes or other league information will be sent to you. Make sure we have your current email address for the current season. It is your responsibility to pass the information on to your players.
5. Know the rules. Tell your players the rules. This way the game will run smoothly & help your team concentrate on playing.

✓ **What is the refund/cancellation policy?**

1. If Woodbury Parks & Recreation cancels a league due to low numbers, a full refund will be given.
2. If a team chooses to back out of the league after the registration deadline, no refund will be given.
3. If games are canceled and no make-up dates are available, a program credit will be issued for the amount of the official for that game. A couple of make-up dates are built into the season.

REGISTRATION DATES		
Registration Dates	Registration Priority	Registration Notes
Now – February 20	Open registration for ALL teams	First come, first served basis
All teams must register and pay the full fee at that time – No Exceptions!		

SOCCER LEAGUES								
League	Teams	Officials	Games	Start Date	Start Times	League Fee	Tax 8.875%	Total Fee
Wednesday Men's Recreational	8	2	10 Games	3/4	9:30 pm 10:30 pm	\$986.00	\$87.51	\$1,073.51
Friday CoRec Recreational	8	1	10 Games	3/6	9:30 pm 10:30 pm	\$775.00	\$68.78	\$843.78

Team Name: _____
{This is the name that will be printed on all schedules}

Manager's Name _____ DOB _____

Address _____

City _____

Home Email: _____

Work Email: _____

Your e-mail will be used as the primary form of communication from our office

Home Phone: (____) _____ Cell Phone: (____) _____

Work Phone: (____) _____

Check the league you are registering for:

☐ WED Men's – \$1,073.51 (adult soccer – Spring men's)

☐ FRI CoRec – \$843.78 (adult soccer – Spring corec)

PAYMENT		
Payment <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check (payable to City of Woodbury)	Credit Card Type <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express	League Fee \$ _____
Signature _____		Office Use Date Received: ____ / ____ / ____ Received By: _____
Credit Card Number CC#: _____ - _____ - _____ - _____		Expiration Date _____ / _____ Month Year

Woodbury Park & Recreations has a Team Conduct, Eligibility, and Forfeit Fee Policy for Adult Athletic Leagues.

Teams will have to pay for the following violations before their next scheduled game. If fees are not paid before the next game, teams or players may not be allowed to play.

- **Alcohol Consumption** – \$50 per incident. No alcohol can be consumed or taken into the bench, dugout or playing field. Outside of those areas alcohol is allowed (no hard liquor or glass bottles).
- **No Tobacco Products** – \$25 per incident. M Health Fairview Sports Complex is a tobacco free facility
- **Physical contact made with an official or another player** – \$100 per incident and expulsion from the league.
- **Not having a complete roster on file for the current league** – \$25 per incident. Rosters are due before the 1st game and need to be submitted electronically at <http://www.teamsideline.com/woodburymn>.
- **Player Ejection** – \$50 per ejection. Any player who is ejected from a game, for any reason, will not be allowed to play in any games the remainder of the evening **and** suspended any games the following week. The ejected player must leave the facility. Failure to comply will result in the game being declared a forfeit. If the player is ejected a second time, suspension may cover additional games or possibly the remainder of the season depending on the severity of the incident.
- **Ineligible/Unrostered Player** – \$25 per violation.
- **Unannounced Forfeit** – \$25 per game. Less than 24 hours of scheduled game.
- **Loud or Vulgar Music** – \$25 per incident. Loud or vulgar music is not allowed during games.

This policy will be enforced by the league director, City of Woodbury staff members, and league officials. All teams will be required to pay the required conduct fee once notified by the league director that a team and/or player violation has been made. Teams will have 48 hours to pay the fee and will not be able to continue in the league until the fee has been paid. No exceptions.